

**MICHIGAN DRUG COURT GRANT PROGRAM  
PROGRAM DESCRIPTION AND REQUIREMENTS  
CALENDAR YEAR 2004**

Purpose Area (5) - Continuation Grant - Single Jurisdiction

Overview:

Single jurisdiction continuation grants are for existing drug treatment courts that received implementation funding from the federal Drug Courts Program Office and are no longer eligible for federal funding. Continuation grants are to provide funding to existing drug courts to continue the operation of the drug court when federal funds have been exhausted.

Purpose and Goals:

Continuation grants are available for existing drug courts that have received planning and/or implementation funding from the Drug Courts Program Office and are no longer eligible to receive federal funding to continue the drug court.

Applicants for continuation funding must state in writing that by December 31, 2001, federal funding from the original implementation grant and any supplemental grants from the Drug Courts Program Office will be expended.

Applicants for a continuation grant must submit a copy of the process evaluation which was required for the implementation grant from the federal Drug Court Grant Program to be considered for the Michigan Drug Court Grant Program.

Program Requirements:

- I. **Applicant Summary:** The applicant summary attached should be completed including signatures as required.
- II. **Program Abstract:** A one page program abstract summarizing the goals and objectives of the grant request.
- III. **Narrative:** The program narrative must not exceed 18 double spaced pages and must include the following:
  - A. A description of how the existing drug court program meets the following criteria identified in "Defining Drug Courts: They Key Components" (one paragraph per issue - 4 - 5 pages).

Purpose Area (5) - Continuation Grant - Single Jurisdiction (cont)

**III. Narrative (cont):**

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.
  2. Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
  3. Eligible participants are identified early and promptly placed in the drug court program.
  4. Drug courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.
  5. Abstinence is monitored by frequent alcohol and other drug testing.
  6. A coordinated strategy governs drug court responses to participants' compliance.
  7. Ongoing judicial interaction with each drug court participant is essential.
  8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
  9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
  10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.
- A. Statistical information, based on the process evaluation, regarding client experience in the program, including evaluative information on clients who successfully completed the program and clients who failed to complete the program (2 pages).
- B. Description of the goals and objectives, as well as identification of any specific aspects of the program that will not be continued using the Michigan Drug Court Grant Program continuation funding (4 pages).
- C. An explanation of the applicant's inability to continue to fund the program adequately without funding from the Michigan Drug Court Grant Program and a description of the plan for continuation of the drug court program when the continuation grant funding ends.
- D. Describe any changes in administration, personnel, the structure of the drug court or changes in service delivery that have occurred subsequent to the process evaluation and describe any impact these changes have had on the operation of the drug court.

Purpose Area (5) - Continuation Grant - Single Jurisdiction (cont):

- IV. **Budget:** The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.
- V. **Assurances:** Complete the Assurances Section of the grant application which includes required signatures.
- VI. **Process Evaluation:** The process evaluation is to be submitted as an appendix to the grant application. The original implementation grant required that a process evaluation be conducted. A copy of the process evaluation plan is required to be submitted for a Continuation Grant. The process evaluation will not be included as part of the page limitation. A copy of the final/status report is requested when available after funding from the Drug Courts Program Office has been expended. Note any major changes that have occurred since the process evaluation was completed. Specifically, the report on the process evaluation should include/address the following:
1. A documentation of the history of the program development and implementation including a description of the program.
  2. Whether or not the drug court is achieving its stated goals and objectives.
  3. Whether or not the drug court was implemented as originally intended, and if not, why, and was it justified.
  4. Description of the roles and responsibilities of the drug court team as well as the type of coordination and cooperation that occurs.
- VII. **Policy and Procedures Manual:** The Policy and Procedures Manual should be submitted as an appendix to the grant application and will not be included as part of the page limitation.
- VIII. **Letters of Support:**
- Letters of support are required from each of the six team members (judge, prosecutor, defense attorney, treatment provider, project director, and an individual involved in the evaluation of the project). Letters of support are not included in the 18 page limit for the Narrative. Letters of support should include the following:
- A. An expression of support for the proposed activities
  - B. Current role and responsibilities within the drug court
  - C. Current resources the agency brings to the drug court
  - D. Percentage of time to be spent on the project
  - E. Willingness to participate in statewide drug court training conferences that may be offered.